

B. EXPEDITED SERVICE FOR FOOD ASSISTANCE

Purpose: Applicants who meet specific emergent need criteria must be provided with food assistance benefits within five days if eligible. This section includes food assistance expedited service requirements and certification procedures.

WAC 388-406-0015 - Expedited service for food assistance.

- (1) When you give us your food assistance application, the department will look at your situation to see if you can get benefits within five calendar days. This fast service is called "expedited service". "Day one" of the five-day period is, most often, the day after you give us your application. See subsection (7) below for situations for applicants when "day one" is a different day.
- (2) To get expedited service, you must provide proof of your identity and meet one these three conditions:
 - (a) You have available cash of one hundred dollars or less and have monthly income before taxes under one hundred fifty dollars; or
 - (b) Your monthly income before taxes plus available cash is less than the total of your rent and utility allowance; or
 - (c) You have a destitute migrant or seasonal farmworker household member, as defined in WAC 388-406-0021, whose available cash does not exceed one hundred dollars.
- (3) If you get expedited service, you have up to thirty days from the time you apply to provide other information we need before we can give your more benefits.
- (4) If you have received expedited service in the past, you can get this service again if you meet the requirements listed in subsection (2) above and you:
 - (a) Provided all of the information we needed to prove eligibility for your last expedited service benefit period; or
 - (b) Had another benefit period under regular non-expedited processing after your last expedited service benefit period.
- (5) If you are eligible for expedited service and are not required to have an office

interview, you can:

- (a) Have a telephone interview or home visit; and
 - (b) Still get benefits within the five-day expedited time period.
- (6) If you are denied expedited service, you can ask for a department review of your case. The review will take place within two working days from the date you were denied expedited service.
- (7) If you are an applicant, your five-day expedited service period starts on the:
- (a) Date of the rescheduled interview when you are screened as expedited service eligible but do not show up for your initial interview;
 - (b) Date you provide your identify if you do not provide proof at the initial interview;
 - (c) Date of your interview when you:
 - (i) Waive your expedited interview and are found eligible for expedited service during your rescheduled interview;
 - (ii) Are screened as ineligible for expedited service and later found eligible for the service during your interview; or
 - (iii) Do not request expedited service on the application and are found eligible for the service during your interview.
 - (d) Date you are released from a public institution if you are a SSI recipient.
- (8) If you request expedited service on a recertification form, your five-day period:
- (a) Starts the first day of your new certification period when you reapply before the end of your current certification period;
 - (b) Is the same as a new application when you reapply after the current certification period ends; or
 - (c) Starts the day of your interview if you cause a delay in the recertification.

CLARIFYING INFORMATION

1. See **APPLICATIONS - Filing an application** for information on filing an application and what to do when an application is received by an office other than the local office.
2. Homelessness no longer makes applicants eligible for expedited service. However, most homeless applicants are eligible for expedited service based on other conditions. See WAC 388-406-0015(2).

WORKER RESPONSIBILITIES

1. Screen each application to determine if the household is eligible for expedited service. If the household has made any entry in section 13 on the application form or eligibility review, the household has requested expedited service.
2. If a client does not have identification, use a collateral contact to determine the client's identity. Delay expedited service only when you cannot establish identity through documents or collateral contacts.
3. Determine eligibility for expedited services on the same day the application or eligibility review is received.
 - a. Complete and sign the expedited determination section on the form;
 - b. Inform the household of their eligibility status for expedited services; and
 - c. Schedule an expedited eligibility interview unless the interview was already conducted; or
 - d. Schedule a regular interview if the household is not eligible for expedited service.
 - e. Advise the household they have a right to appeal a denial of expedited service.
4. When a household is eligible for expedited services, applies on or before the 15th of the month and verification is postponed:
 - a. Issue the initial month's prorated allotment within the five day expedited time period; and

- b. Establish a certification period.
 - c. See ACES INSTRUCTIONS in the **COMPLETING THE APPLICATION PROCESS** section for further instructions.
5. When a household applies on or after the 16th of the month, issue the initial month and second month's benefits in a combined allotment within the five-day expedited time period. Follow the procedures 3. b. and c. above.

FOOD ASSISTANCE EXPEDITED SERVICE BEGIN DATE

Expedited Service Request		Processing Situations	Start Date for Expedited
Expedited Service Requested on Application	Client screened as eligible for expedited service	Client determined still eligible for expedited service at interview	Day after date of application
		Client causes delay - does not show for initial interview & determined eligible for expedited service at rescheduled interview	Date of rescheduled interview
		Client causes delay - no identification	Date identification is provided
	Client waives expedited interview	Client determined eligible for expedited service at interview	Date of interview
	Client screened as ineligible for expedited service	Client determined eligible for expedited service at interview	Date of Interview
Expedited service not requested on application		Client determined eligible for expedited service at interview	Date of interview
Expedited service requested on recertification form	Recertification made timely	Client determined eligible for expedited at interview	First day of the new certification period
		Client causes delay in recertification	First day of new certification period or date of interview, whichever is later
	Late recertification	Recertification made prior to the end of the current certification period	First day of new certification period
		Recertification made after the current certification period ends	Treat as a new application
These instructions assume that the expedited service screening was accurate based on information available at the time the application was screened.			

WAC 388-406-0021 – How the department decides if you are a migrant or seasonal farmworker and if you are destitute.

The rules in this section apply to food assistance.

- (1) A migrant is a person who travels away from home on a regular basis, usually with a group of others workers, to seek employment in an agriculturally-related activity. A migrant assistance unit is an assistance unit that travels for this purpose.
- (2) A seasonal farmworker is a person who:
 - (a) Does agricultural work on a farm for edible crops; and
 - (b) Is not required to be away from their permanent place of residence overnight in order to perform this work.
- (3) For seasonal farmworkers, agricultural work is field work in which the person:
 - (a) Plants;
 - (b) Cultivates; or
 - (c) Harvests the crop.
- (4) An assistance unit is considered a seasonal farmworker assistance unit if it receives its only countable income from:
 - (a) Seasonal farmwork;
 - (b) Unemployment compensation between seasons; or
 - (c) Interest earned on a checking or savings account.
- (5) A migrant or seasonal farmworker is considered destitute when:
 - (a) The assistance unit's income for the month of application was received before the date of application and was from a source no longer providing income; or

- (b) The assistance unit's income for the month of application is from a new source and the assistance unit will not receive more than twenty-five dollars during the ten calendar days from the date of application.
- (6) An assistance unit member who changes jobs but continues to work for the same employer is considered to be receiving income from the same source.

CLARIFYING INFORMATION

1. A seasonal farmworker can work all year round and still be considered a seasonal farmworker.
2. The unemployment compensation a seasonal farmworker may receive does not have to be from seasonal farmwork.
3. Migrant and seasonal farmworkers who are not considered destitute may qualify for expedited service under other expedited provisions.
4. Consider the grower, not the crew chief, as the source of income.
5. Consider income to be from a source no longer providing income when:
 - a. The household is usually paid at least once a month and income from that source is not expected for the remainder of the month of application or following month; or
 - b. The household is paid less often than monthly, such as quarterly, and the household will not receive the next payment in the month it would normally be received.
6. Consider income to be from a new source when:
 - a. The household is paid at least monthly and received \$25 or less from that source in the 30 days prior to the date of application; or
 - b. The household is paid less often than monthly, such as quarterly, and received \$25 or less from that source since the last quarterly pay date.
7. Households may receive income from a source no longer providing income and a new source in the same month and still be considered destitute.
8. Travel advances received to cover travel costs are not considered when making the destitute determination.

9. See Income, WAC 388-450-0230, for budgeting income.

ACES PROCEDURES

1. The expedited service indicator on the (MISC) screen is set based on information entered during screening. When the indicator is a [Y], ACES allows benefits to be issued in certain situations when there is missing verification.
2. If a household is eligible for expedited services but it is not discovered until after the case has been screened, during Interview, enter a [Y] in the (Expdtd Srv) field on the (MISC) screen and the date eligibility for expedited services was determined in the (Discovery Date) field. When these fields are updated, an edit displays reminding the worker to set an alert to track the timeliness of expedited benefits.